Small Store Checkage
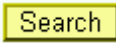
Introduction:

This section provides the procedures for starting, changing, and deleting Small Store Checkages.

Procedure:

Start CGHRMS, **sign-in** and follow these steps to credit or delete Small Store Checkages.

Step	Action
1	**Select** Menu items in the following order. Home > Compensate Employees > Maintain Payroll Data (US) > Use > **Small Store Checkage**
2	A search page will appear. **Enter** the member's Employee ID number or other search criteria and **click** the Search button to select the member you wish to display. Advanced Technique You may select the input mode by checking one of the following boxes located at the bottom of the search screen. ☐ Include History ☐ Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information. ⓘ When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.

3	The following screen appears.

Select the [Include History] button located at the bottom right-hand portion if you did not select it at the search screen so that all payments of FSA will be shown. If you are stopping, correcting, or deleting this entitlement, use the [Correct History] button.

Select [View All] from the displayed title bar to list all entitlements.

If history rows exist, click the [+] button to enter a new checkage, the [−] button to delete a debit row (if applicable) and refund the amount, or change the dollar amount of an existing checkage if the amount is incorrect. **Note: To change the start date, delete the row using the [−] button, and reenter.**

To enter a new clothing checkage, simply input the dollar amount and press [Save] button. **Note: Only one entry per day is allowed per member.**